

## PUBLIC ASSISTANCE PROGRAM DELIVERY MANAGER

<b>RESOURCE CATEGORY</b>	Recovery
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Public Assistance (PA) Program Delivery Manager facilitates the PA application process, manages information collection, and provides customer service to PA grant recipients, applicants, pass-through entities, and subrecipients—stakeholders collectively called "applicants".
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource.</li> <li>2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> </ol>

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
<b>DESCRIPTION</b>	<p>The PA Program Delivery Manager:</p> <ol style="list-style-type: none"> <li>1. Provides customer service to assigned applicants throughout the PA grant management process</li> <li>2. Works with the PA Site Inspector Task Force Leader and PA Program Delivery Task Force Leader to coordinate effective, efficient, and accurate delivery of grant funding</li> <li>3. Coordinates with numerous stakeholders, such as recipients and subrecipients, to complete PA grants</li> <li>4. Uses grant management software to enter, update, and retrieve grant information</li> <li>5. Follows applicable local, state, tribal, territorial, and Federal regulations on grant eligibility</li> <li>6. Provides good customer service to applicants through prompt follow-up and a professional demeanor</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified

COMPONENT	SINGLE TYPE	NOTES
<b>TRAINING</b>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Basic Incident Command System for Initial Response, ICS-200</li> <li>3. IS-632: Introduction to Debris Operations</li> <li>4. IS-700: National Incident Management System, An Introduction</li> <li>5. IS-800: National Response Framework, An Introduction</li> <li>6. IS-1000: Public Assistance Program and Eligibility</li> <li>7. IS-1001: The Public Assistance Delivery Model Orientation</li> <li>8. IS-1002: FEMA Grants Portal - Transparency at Every Step</li> <li>9. IS-1003: The Exploratory Call, the Damage Inventory, and the Recovery Scoping Meeting</li> <li>10. IS-1004: The FEMA Site Inspection Process</li> <li>11. IS-1005: Public Assistance Alternative Procedures</li> <li>12. IS-1006: Documenting Disaster Damage and Developing Project Files</li> <li>13. IS-1007: Detailed Damage Description and Dimensions</li> <li>14. IS-1008: Scope of Work Development (Scoping and Costing)</li> <li>15. IS-1009: Conditions of the Public Assistance Grant</li> <li>16. IS-1010: Emergency Protective Measures</li> <li>17. IS-1011: Roads and Culverts</li> <li>18. IS-1012: Direct Administrative Costs</li> <li>19. IS-1013: Costing - Estimates and the Cost Estimating Format</li> <li>20. IS-1014: Integrating 406 Mitigation Considerations into Your Public Assistance Grant</li> <li>21. IS-1015: Insurance Considerations, Compliance, and Requirements</li> <li>22. IS-1016: Environmental and Historic Preservation (EHP) Considerations/Compliance for Public Assistance Grants</li> <li>23. IS-1017: Scope Change Requests, Time Extensions, Improved/Alternate Project Requests</li> <li>24. IS-1018: Determination Memorandums and Appeals</li> <li>25. IS-2900: National Disaster Recovery Framework (NDRF) Overview</li> </ol>	Not Specified
<b>EXPERIENCE</b>	Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Public Assistance Program Delivery Manager, or equivalent Authority Having Jurisdiction (AHJ) documentation	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	Moderate	NIMS Guideline for the NQS defines physical/medical fitness levels for NQS positions.
<b>CURRENCY</b>	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Valid state-, territory-, or District of Columbia-issued driver's license	Not Specified

## NOTES

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1. Nationally typed resources represent the minimum criteria for the associated component.
2. This document contains references to non-Federal resources and materials. Such references do not constitute an endorsement by the U.S. government, or any of its employees, of the information or content which a non-Federal resource or material provides.

## REFERENCES

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1. FEMA, NIMS 509: Public Assistance Program Delivery Task Force Leader
2. FEMA, NIMS 509: Public Assistance Site Inspector Task Force Leader
3. FEMA, National Qualification System (NQS) Position Task Book for Public Assistance Program Delivery Manager
4. FEMA, National Incident Management System (NIMS), October 2017
5. FEMA, NIMS Guideline for the NQS, November 2017
6. FEMA, National Response Framework, October 2019
7. FEMA, National Disaster Recovery Framework, June 2016
8. FEMA, Public Assistance Program and Policy Guide, April 2018
9. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
10. Title 44 Code of Federal Regulations (CFR): Emergency Management and Assistance, latest edition adopted